

**California Business Connect  
Business Programs Division  
Current Reports/Templates  
as of 07-01-2012**

Report ID	System or Manually Generated*	Report Name/Description	Report Information	Business Unit - Primary User
<a href="#">BE1</a>	S	Gap Report	Transactions in the Business Entities imaging application with no image.	Business Entities
<a href="#">BE2</a>	S	Import Error Report	Transactions that did not import successfully to the Business Entities Imaging Application.	Business Entities
<a href="#">BE3</a>	S	BE Images Statistical Report	Statistics relating to the number of scanned and nonscanned business entity documents.	Business Entities
<a href="#">BE4</a>	M	Imaging quality control staff tally sheet	Weekly manual tally of scanning/data entry errors used to create Report BE8.	Business Entities
<a href="#">BE5</a>	S	Imaging index sheets	Barcode index sheets for Business Entities imaging.	Business Entities
<a href="#">BE6</a>	S	Imaging quality control	Listing of Limited Liability Company and Limited Partnership documents used by the Business Entities Imaging staff as a "check off" list to ensure all new formation documents are received in the imaging unit for scanning.	Business Entities
<a href="#">BE7</a>	M	Imaging Unit daily tallies	Business Entities Imaging Unit weekly workload stats (completed/tracked using staff daily tally sheets).	Business Entities
<a href="#">BE8</a>	M	Kofax QC Correction Tally	Business Entities Imaging Unit weekly statistics for imaging corrections.	Business Entities
<a href="#">BE9</a>	M	Imaging quality control	Business Entities Imaging Unit tracking log for filed documents that need to be imaged but were missing at the time of preparation for scanning.	Business Entities
<a href="#">BE10</a>	M	Imaging quality control	Business Entities Imaging Unit tracking log for filed documents that need to be imaged but were returned to the filing area for correction (system or document related).	Business Entities
<a href="#">BE11</a>	S	California Secretary of State - Corporations Business Entity Imaging - 12184 Incremental Extract Data Extract for Import to the Imaging Database Corporation History Rejection List	Daily listing of corporate filing data that errored out of the nightly upload of data from the corporate mainframe application to the Business Entities Imaging application (for scanning and storing electronic images of filings); information used by analyst to troubleshoot database errors and make sure that the data in the mainframe and data in the Business Entities Imaging application is in sync.	Business Entities
<a href="#">BE12</a>	S	California Secretary of State - Corporations Business Entity Imaging - 12184 Incremental Extract Data Extract for Import to the Imaging Database Corporation Master Rejection List	Daily listing of corporate filing data that errored out of the nightly upload of data from the corporate mainframe application to the Business Entities Imaging application (for scanning and storing electronic images of filings); information used by analyst to troubleshoot database errors and make sure that the data in the mainframe and data in the Business Entities Imaging application is in sync.	Business Entities
<a href="#">BE13</a>	S	Purge report	Daily report to identify statement of information and statement by common interest development association filing data that is purged from the corporation and limited liability company mainframe databases pursuant to statute. Used for quality control of the purge process and research purposes.	Business Entities
<a href="#">BE14</a>	M	Filing Office Statements tracking	Track status of Filing Office Statements for business entities.	Business Entities
<a href="#">BE15</a>	M	Backfile Data Corrections	Track status of database corrections.	Business Entities
<a href="#">BE16</a>	M	Pending cancelled limited liability companies	Tracking list for cancellations filed for pending cancelled limited liability companies.	Business Entities
<a href="#">BE17</a>	M	Tally Sheet - Staff Counsel	Attorneys daily detail tally sheets for weekly and monthly totals for work processed.	Business Entities
<a href="#">BE18</a>	M	Business Entities weekly statistics	Business Entities weekly (summary) of processing totals, backlogs and turnaround times used for statistical reports.	Business Entities
<a href="#">BE19</a>	M	Business Programs Division weekly statistics	Business Programs Division weekly (summary) roll up of processing totals, backlogs and turnaround times used for statistical reports.	Business Programs Division
<a href="#">BE20</a>	M	Business Filings Section Workload Data	Fiscal year workload data and projections for business entities.	Business Entities

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<a href="#">BE21</a>	M	BE Processing Times Daily Status Report	Daily status of business entities processing times to track processing times and provide processing information on Secretary of State website.	Business Entities
<a href="#">BE22</a>	M	Corp Mail Tally	Daily mail received count and summary totals (weekly/monthly roll up) of filing submissions for corporations.	Business Entities
<a href="#">BE23</a>	M	Daily Mail Count - New Filings	Daily mail received count and summary totals (weekly/monthly roll up) of all business entity filing submissions except corporations.	Business Entities
<a href="#">BE24</a>	M	Corp and OBE Filing Rejections	Daily rejection letter totals (monthly roll up) for business entities filings.	Business Entities
<a href="#">BE25</a>	S	Print Dissolution Letters Job Control Log	Daily totals for 21 day corporation dissolution acknowledgement letters.	Business Entities
<a href="#">BE26</a>	M	Corporation cancellation tracking log.	Tracking log for information related to dishonored payments for corporation formation filing fees.	Business Entities
<a href="#">BE27</a>	M	Data entry business entity totals.	Data entry staff weekly tally sheets and summary totals for business entity work processed.	Business Entities
<a href="#">BE28</a>	M	Corporation document number batch and tally sheets	Data entry staff daily batch/tally sheets and summary total for tracking filed documents, file/document numbers and copies/certificates issued to corporations.	Business Entities
<a href="#">BE29</a>	M	Article, amendment and dissolution logs	Data entry unit monthly totals for corporation work processed.	Business Entities
<a href="#">BE30</a>	M	Corporations Documents Examiner Tally Sheet	Business entity filings daily and weekly detail tally sheets and summary totals for work processed.	Business Entities
<a href="#">BE31</a>	M	Service of Process workload tally sheet	Weekly and monthly workload totals for processing substituted service of process.	Business Entities
<a href="#">BE32</a>	M	Business Entities - Document Filing Support Daily Tally Sheet (Counter)	Business entity daily tally sheet for corporation filings received over the counter.	Business Entities
<a href="#">BE33</a>	M	Preclear/Expedite Document Status	Daily tracking log for business entity filings received over the counter for preclearance and/or expedited services.	Business Entities
<a href="#">BE34</a>	M	Business Entity workload tally sheets.	Business Entity filings daily, weekly and monthly detail tally sheets and summary totals for work processed.	Business Entities
<a href="#">BE35</a>	M	Weekly Status Report	Business Entity filings weekly production status and production goals.	Business Entities
<a href="#">BE36</a>	M	Weekly Summary Report	Business Entities records counter (copy requests only) weekly workload stats (created using manual tallies).	Business Entities
<a href="#">BE37</a>	M	Records counter workload tallies	Business Entities records counter daily and monthly workload stats (created using manual tallies).	Business Entities
<a href="#">BE38</a>	M	Business Entities Records Counter Work Batch Sheet	Business Entities records counter daily deposit reconciliation work sheets (including cash register close out tape and credit card swipe terminal settlement tape).	Business Entities
<a href="#">BE39</a>	M	Records Mail Monthly Workload Tally Sheet	Business Entity mail records requests - daily, weekly and monthly workload stats.	Business Entities
<a href="#">BE40</a>	M	Records requested from the State Records Center/Archives	Business Entities records requests workload tracking log for requests being held while records are retrieved from the State Records Center (off site archival storage of original documents) or Archives (on site archival storage of original documents).	Business Entities
<a href="#">BE41</a>	M	PRA Tracking Log	Business Entity records tracking log for Public Records Act information requests.	Business Entities
<a href="#">BE42</a>	M	Daily BE Records Mail Work Batch Sheet (including cash register close out tape)	Business Entities mail records requests daily deposit reconciliation work sheet.	Business Entities
<a href="#">BE43</a>	M	MONTH YYYY CORP NAME RESV	Business Entities manual tally of name reservations for tracking and workload.	Business Entities
<a href="#">BE44</a>	M	Name availability phone and mail statistics	Business Entities Name Availability Unit manual tally sheets for tracking daily workload stats, used to build weekly/monthly stats and year to date workload totals.	Business Entities

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<a href="#">BE45</a>	S	SOS Suspension Relief Pull; Proposed Relief Mailing Address List; LLC Suspension Relief Pull; Proposed Revivor Mailing Address List	Business Entities Name Availability Unit daily control/count log and list of entity records to be reviewed for reviving entities from Secretary of State suspension and generation of proposed relief letters for entities suspended by both Secretary of State and Franchise Tax Board.	Business Entities
<a href="#">BE46</a>	M	Daily Counter Count	Los Angeles office daily count of counter customers.	Business Programs Division
<a href="#">BE47</a>	M	Los Angeles Office statistics	Los Angeles office weekly (monthly roll up) stats for corporate Articles of Incorporation sent up to Headquarters for processing (tracked by BE Filing counter).	Business Programs Division
<a href="#">BE48</a>	M	Los Angeles office monthly workload statistics	Los Angeles office monthly workload stats (obtained from daily staff manual tallies) and outgoing mail/postage costs.	Business Programs Division
<a href="#">BE49</a>	M	Los Angeles office deposit worksheet	Los Angeles office daily deposit reconciliation worksheet.	Business Programs Division
<a href="#">BE50</a>	s	Bank Deposit Reconciliation (Daily and Monthly)	Daily and monthly deposit reconciliation report totals for business entity work processed (filing, name reservation, copy, certificate and special handling fees).	Business Entities
<a href="#">BE51</a>	S	Bank Deposit Daily Transaction Journal	Business entity filings daily transaction (detail) accounting reports and summary roll up of Corporation filings daily transaction (detail) accounting report for all offices.	Business Entities
<a href="#">BE52</a>	S	Business entities refunds and adjustments	Business entity filings daily refund and adjustment reports used for validating refund requests and adjustments prior to processing.	Business Entities
<a href="#">BE53</a>	S	Statement of Officers Bank Deposit Daily Transaction Journal (Sacramento)	Corporation statement of information filings daily transaction (detail) accounting report.	Uniform Commercial Code/Statement of Information
<a href="#">BE54</a>	M	Corporation Credit Card Bank Deposit Reconciliation	Corporations daily deposit worksheet for credit card payments received (sales processed) at the Business Entities Filing Counter.	Business Entities
<a href="#">BE55</a>	M	Business Filing Section Main Deposit	Other business entity filings daily and monthly deposit worksheet (for entity types that are not currently processed/maintained in an electronic database).	Business Entities
<a href="#">BE56</a>	M	Corporate Daily Special Handling	Corporations daily deposit worksheet for rejected documents that were submitted at the BE Filing Counter (special handling fees retained or refunded).	Business Entities
<a href="#">BE57</a>	M	Refund Authorization	Manual refund request worksheet for refunds to be processed that were not system generated at the time of data entry.	Business Entities
<a href="#">BE58</a>	M	Record of Service of Process	Business Entities Filing Counter daily deposit worksheet for substituted service of process.	Business Entities
<a href="#">BE59</a>	M	SB 408 Monthly Stats based on Time Count Report	Monthly/fiscal year total count report of the number of, and reimbursement dollars received for, preclear/expedited handling services provided at the Business Entities Filing Counter for current/past fiscal year comparison and for workload projections.	Business Entities
<a href="#">BE60</a>	S	State of California Secretary of State Corporation File Statistics	Monthly report used by budget staff for statistical purposes, providing detail and summary counts of corporate records (by entity type, classification and status).	Business Entities
<a href="#">BE61</a>	S	Secretary of State Limited Partnerships/Limited Liabilities System Active/Inactive Domestic/Foreign LP's LLC's	Monthly report used by budget staff for statistical purposes, providing limited detail and summary counts of limited partnership and limited liability company records (by entity type and status).	Business Entities
<a href="#">BE62</a>	S	State of California Secretary of State Limited Partnerships and Limited Liability Companies System Entities Formed/Added by Month and Type	Annual report used by budget staff for statistical purposes and workload projections, providing summary counts of newly formed/records added for limited partnerships and limited liability companies.	Business Entities

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<a href="#">BE63</a>	M	Grand Totals All Offices All Stock, Nonprofit and Foreign Stock and Nonprofit Qualifications (Statement and Designation) Filed; General Partnerships; Limited Liability Partnerships	Monthly/fiscal year comparison reports used by budget staff for statistical purposes and monthly/annual workload projections, providing aggregate counts of entities formed each month.	Business Entities
<a href="#">BE64</a>	M	BE Filing/Support/Regional Office & BE Records Weekly Status Report	Weekly production status report for "overall" update on production goals, turnaround times and backlog filing progress.	Business Entities
<a href="#">BE65</a>	M	Business entities workload status - see Report BE1	Weekly status report providing an overview (summary) of processing totals, backlogs and turnaround times.	Business Entities
<a href="#">BE66</a>	S	Statements of Information due for filing	Generated from programmed/scheduled monthly batch jobs. Provides aggregate counts of corporations/limited liability companies due to file a statement of information, including a list of the entity's names/addresses. Used for quality control validation and research. An electronic file of the entity names/addresses is used for printing notifications.	Uniform Commercial Code/Statement of Information
<a href="#">BE67</a>	S	Delinquencies	Generated from programmed/scheduled batch job. Provides aggregate counts of corporations/limited liability companies subject to or receiving delinquency notifications, including a list of the entity's names/addresses. Used for quality control validation and research. An electronic file of the entity names/addresses is used for printing notifications.	Uniform Commercial Code/Statement of Information
<a href="#">BE68</a>	S	Certifications and decertifications	Generated from programmed/scheduled batch job. Provides aggregate counts of corporations and limited liability companies subject to assessment or to be assessed (by the Franchise Tax Board) a penalty (certification), including a list of the entity's names/addresses or to be decertified (penalty waived). Used for quality control validation and research. An electronic file is used to notify the Franchise Tax Board of certifications/decertifications.	Uniform Commercial Code/Statement of Information
<a href="#">BE69</a>	S	Secretary of State pending suspensions	Generated from programmed/scheduled batch jobs. Provides aggregate counts of corporations and limited liability companies subject to pending Secretary of State suspension or pending Secretary of State suspension, along with a list entity names and addresses. The list is used for quality control validation and research. An electronic file of entity numbers, names and addresses is used for printing notifications.	Uniform Commercial Code/Statement of Information
<a href="#">BE70</a>	S	Secretary of State suspensions	Generated from programmed/scheduled batch jobs. Provides aggregate counts of corporations and limited liability companies subject to Secretary of State suspension or Secretary of State suspended, along with a list entity names and addresses. The list is used for quality control validation and research. An electronic file of entity numbers, names and addresses is used for printing notifications.	Uniform Commercial Code/Statement of Information
<a href="#">BE71</a>	S	Statement of Information Unit (Corporations) Monthly Total of All Filings for MM/DD/YYYY	Daily aggregate totals for corporation statement of information filings, with summary totals, used for statistical purposes and workload projections.	Uniform Commercial Code/Statement of Information
<a href="#">BE72</a>	S	Limited Partnerships and Limited Liability Companies System Statements of Information Filed by Month	Aggregate totals for limited liability company statement of information filings by month, used for statistical purposes and workload projections.	Uniform Commercial Code/Statement of Information
<a href="#">BE73</a>	S	Franchise Tax Board suspensions - notification list, job control log and error logs.	Information used for quality control validation and research of corporations and limited liability companies suspended by the Franchise Tax Board.	Uniform Commercial Code/Statement of Information
<a href="#">BE74</a>	S	LLC FTB Revivors/Restorations Error List for Period (Date thru Date); LLC FTB Revivors/Restorations for Period (Date thru Date) Job Control Log	Aggregate counts of limited liability companies that were revived or restored and an error list if entities couldn't be revived or restored due to status.	Business Entities

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<a href="#">BE75</a>	S	Print Name Reservation Certificates Control Report	Aggregate counts of corporate name reservation certificates printed (daily); Used for quality control validation.	Business Entities
<a href="#">BE76</a>	S	Limited Liability Company and Limited Partnership name exception reports	Weekly report from database scan to identify any limited liability company or limited partnership entity name violations.	Business Entities
<a href="#">BE77</a>	S	Business Services - LP/LLC System Conversion Activity Report for (Month YYYY)	Monthly report of entity conversion activity in the limited partnership/limited liability company database. Used for statistical purposes and workload projections.	Business Entities
<a href="#">BE78</a>	S	SO E-File Processed Accounting Report	Online corporate statement of information filing credit card payment accounting report; used for credit card payment research, verification and manual settlement of credit card payments via payment processing vendor, statistical research.	Business Programs Division and Management Services Division (Fiscal)
<a href="#">BE79</a>	S	SO E-File Processed Accounting Report (Errored filings)	Online corporate statement of information filing credit card payment accounting error report; filing and credit card payment research; statistical research.	Business Programs Division
<a href="#">BE80</a>	S	SO E-File Processed Report	Online corporate statement of information filings processed detail report; filing transaction and statistical research.	Business Programs Division
<a href="#">BE81</a>	S	Summary of S/O Processed by Statement Date	Online corporate statement of information filings processed summary report; aggregate counts of statements processed (daily); filing transaction and statistical research.	Business Programs Division
<a href="#">BE82</a>	S	Statement of Officers E-Filing Statistical Report	Online corporate statement of information filings processed summary report by date range; aggregate counts of statements processed AND errored out (daily); filing transaction and statistical research.	Business Programs Division
<a href="#">BE83</a>	S	SOEfile_Error_YYYYMMDD.txt	Imaging export utility for online corporate statement of information filings error log; identification of images of filed statements of information that errored out of the export to image database; statistical research.	Business Programs Division
<a href="#">BE84</a>	M	SI Mail	Daily tally sheet used by Statement of Information staff to count the incoming documents by type received via mail; information from this tally sheet feeds into the Weekly Statistics Corporations spreadsheet.	Uniform Commercial Code/Statement of Information
<a href="#">BE85</a>	M	Corporation & LLC 12's Statement of Information Daily Workload Report <b>Counter</b>	Daily tally sheet used by Statement of Information counter review staff to track the documents, by type that have been reviewed and data entered for LLC & Corporations; information from this tally sheet feeds into the Weekly Statistics Counter spreadsheet.	Uniform Commercial Code/Statement of Information
<a href="#">BE86</a>	M	Limited Liability Company (LLC12) Statement of Information Unit Daily Workload Report Mail Review	Daily tally sheet used by Statement of Information staff to track the number of LLC statements of information (received via mail) that have been reviewed, data entered or rejected; information from this tally sheet feeds into the Weekly Statistics LLC spreadsheet.	Uniform Commercial Code/Statement of Information
<a href="#">BE87</a>	M	Corporation Statement of Information Unit Daily Workload Report	Daily tally sheet used by Statement of Information staff to track the number of corporation statements of information (received via mail) that have been reviewed, data entered or rejected; information from this tally sheet feeds into the Weekly Statistics Corporations spreadsheet.	Uniform Commercial Code/Statement of Information
<a href="#">BE88</a>	M	Statement of Information Daily Workload Report	Daily tally sheet used by Statement of Information staff to track their activities and workload.	Uniform Commercial Code/Statement of Information
<a href="#">BE89</a>	M	Counter Customers	Daily tally sheet used by Statement of Information counter staff to track the incoming number of documents, by type submitted by service company customers.	Uniform Commercial Code/Statement of Information

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<a href="#">BE90</a>	M	Statement of Information weekly statistics and roll up summary	Statement of Information weekly and summary statistics used to compile various tally sheet workload data; used for statistics and workload projections.	Uniform Commercial Code/Statement of Information
<a href="#">BE91</a>	M	SI Deposit Summary	Used to compile deposit data by revenue, reimbursement and service type for a fiscal year for budget purposes.	Uniform Commercial Code/Statement of Information
<a href="#">BE92</a>	M	Statement of Information Deposit Sheet	Daily deposit sheet is used by Statement of Information staff to account for all cash, check and credit card receipts for the Fiscal office.	Uniform Commercial Code/Statement of Information
<a href="#">BE93</a>	M	Copy work tally sheet	Daily tally sheet used to track the quantity and type of copies ordered at the time of filing a Statement of Information.	Uniform Commercial Code/Statement of Information
<a href="#">BE94</a>	M	Monthly Mailings Statistics	Used to compile the number of Corporation and LLC statement of information monthly reminder, delinquency, pending suspension or forfeiture and suspension or forfeiture notices generated and mailed to customers for workload and budget purposes.	Uniform Commercial Code/Statement of Information
<a href="#">BE95</a>	M	Business Programs Division Week of: MM/DD/YYYY - MM/DD/YYYY Business Filing Section Statement of Information	Statement of Information filing staff weekly (summary) of processing totals, backlogs and turnaround times used for statistical reports.	Uniform Commercial Code/Statement of Information
<a href="#">BE96</a>	S	Weekly Corporations Master and History email	Weekly email between Secretary of State and Department of Justice verifying the nonprofit corporation data file successfully extracted and transferred via FTP. Provides summary detail/aggregate counts of the records included in the file.	Business Entities
<a href="#">BE97</a>	M	Statement of Information workload data	Workload data at a summary level for successfully filed corporation and limited liability company statements of information. Used for statistical purposes and for monthly and fiscal year annual comparison of corporation statements of information filed by mail versus online.	Business Programs Division
<a href="#">BE98</a>	M	BE - SI Efile Virtual Terminal Merchant ID #NNN Credit Card Transaction - Chargeback Invoice Tracking	Analyst/accounting spreadsheet used to track credit card chargeback disputes and invoices received from the SOS third party payment processing vendor.	Business Programs Division and Management Services Division (Fiscal)
<a href="#">BE99</a>	M	Credit card transactions	Settled credit card transaction activity at a summary level for each merchant ID assigned by the Secretary of State third party payment processing vendor for a monthly and fiscal year annual comparison and budget purposes.	Business Entities
<a href="#">BE100</a>	M	LLC12, CID and penalty batch cover sheet	Batch coversheets used for batching work to be processed and to track date of receipt for filing.	Uniform Commercial Code/Statement of Information
<a href="#">BE101</a>	M	Statement of Information Refunds Tally	Daily tally to track overpayments requiring refunds; used for verifying refunds.	Uniform Commercial Code/Statement of Information
<a href="#">BE102</a>	M	Statement of Information Logs and Batch Sheets	Daily logs and batch sheets to track document numbers, reviewers, loggers, assignments, batches of documents that have been/still need to be entered into the database and filed documents that are sent to scanning.	Uniform Commercial Code/Statement of Information
<a href="#">BE103</a>	M	Penalty Stat Sheet	Used to track number of penalty waiver requests received and processed.	Uniform Commercial Code/Statement of Information
<a href="#">BE104</a>	M	Records Transfer List	Use when transferring business entity documents to the State Records Center (off site archival storage of original documents).	Business Entities



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<a href="#">SF1</a>	S	Advance Health Care Directive Registry Report	Used to determine the number of advanced health care directives attached to filed registrations and the type or total number of filings.	Special Filings
<a href="#">SF2</a>	S	Domestic Partnership Unit Bank Deposit Daily Transactions	Used to reconcile weekly deposit.	Special Filings
<a href="#">SF3</a>	S	Domestic Partnership Unit Bank Deposit Reconciliation	Used to reconcile weekly deposit.	Special Filings
<a href="#">SF4</a>	S	Immigration Consultant Bond Report	Used to identify the cancelled and expired surety bonds and the issuance of cease and desists notices/orders.	Special Filings
<a href="#">SF5</a>	M	Business Programs Division Week of: MM/DD/YYYY - MM/DD/YYYY Notary Section <sup>1</sup>	Special Filings staff weekly summary of processing totals, backlogs and turnaround times used for statistical reports.	Special Filings
<a href="#">SF6</a>	M	Workload Projections: YYYY - YYYY Section: Notary Public & Special Filings Unit: Special Filings	Special Filings fiscal year workload data and projections for budget and staffing purposes.	Special Filings
<a href="#">SF7</a>	M	Workload Projections: YYYY - YYYY Section: Notary Public & Special Filings Unit: Trademarks	Trademarks staff fiscal year workload data and projections for budget and staffing purposes.	Special Filings
<a href="#">SF8</a>	M	Special Filings/Trademarks Manual Deposit	Used to reconcile weekly deposit.	Special Filings
<a href="#">SF9</a>	M	Cease & Desist Tally Sheet	Tracking sheet used for statistical purposes for Cease and Desist notices that have been mailed out.	Special Filings
<a href="#">SF10</a>	M	Charter Log	Tracking log for manual filing number assignments for city and county charter documents as they are received and filed.	Special Filings
<a href="#">SF11</a>	M	Special Filings Unit Domestic Partnership Mail Tally	Special Filings staff daily/monthly detail tally sheet and summary totals for mail received.	Special Filings
<a href="#">SF12</a>	M	Domestic Partnerships Review and Filing Slip	Batch coversheet; used for batching work to be processed and to track date of receipt for filing.	Special Filings
<a href="#">SF13</a>	M	Immigration Consultant Tracking Sheet	Immigration Consultant Bond filing requirements check list; used by Special Filings review staff to check off/track as each required item is received from the customer in order to complete the filing process.	Special Filings
<a href="#">SF14</a>	M	Record of Joint Powers Agreement (log sheet)	Tracking log for manual filing number assignments for Notice of Joint Powers Agreement documents as they are received and filed.	Special Filings
<a href="#">SF15</a>	M	Record of Joint Powers Amendment (log sheet)	Tracking log for manual filing number assignments for Amendment of a Joint Powers Agreement documents as they are received and filed.	Special Filings
<a href="#">SF16</a>	M	Revocation of Domestic Partners Review and Filing Slip	Batch coversheet; used for batching work to be processed and to track date of receipt for filing.	Special Filings
<a href="#">SF17</a>	M	Notary Public <sup>1</sup> , Special Filings & Domestic Partnership Section Email/Correspondence Tracking	Special Filings staff daily/monthly detail tally sheet and summary totals for work processed.	Special Filings
<a href="#">SF18</a>	M	Special Filings Unit Miscellaneous Mail Tally	Special Filings staff daily/monthly detail tally sheet and summary totals for mail received.	Special Filings
<a href="#">SF19</a>	M	Special Filings Unit Personal Workload Tally	Special Filings staff daily/monthly detail tally sheet and summary totals for work processed.	Special Filings

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<a href="#">SF20</a>	M	Statement of Facts Review and Filing Slip	Batch coversheet; used for batching work to be processed and to track date of receipt for filing.	Special Filings
<a href="#">SF21</a>	M	Termination of Domestic Partnerships Review and Filing Slip	Batch coversheet; used for batching work to be processed and to track date of receipt for filing.	Special Filings
<a href="#">SF22</a>	M	Trademark Unit Mail Tally	Trademarks filing staff daily/monthly detail tally sheet and summary totals for mail received.	Special Filings
<a href="#">SF23</a>	M	Trademark Unit Workload Tally	Trademarks filing staff daily/monthly detail tally sheet and summary totals for work	Special Filings
<a href="#">UCC1</a>	S	California Secretary of State UCC Section Daily System Work Load Report	Daily counts of documents processed and rejected by receipt medium and Document Type.	Uniform Commercial Code/Statement of Information
<a href="#">UCC2</a>	S	California Secretary of State UCC Section Weekly System Work Load Report	Daily breakdown and weekly counts of documents processed and provides month and year-to-date UCC statistics	Uniform Commercial Code/Statement of Information
<a href="#">UCC3</a>	S	California Secretary of State UCC Section Monthly System Work Load Report; California Secretary of State UCC Section Monthly System Work Load Report By Document Type	Monthly counts of document processing activity and provides comparison to past activities; provides counts for "rebuids" (rebuilding a record) totals at the UCC document type level.	Uniform Commercial Code/Statement of Information
<a href="#">UCC4</a>	S	California Secretary of State UCC Section Calendar Year-to-Date System Work Load Report; California Secretary of State UCC Section Yearly System Work Load Report by Document Type	Calendar year-to-date/Annual counts of documents processed and rejected by receipt medium and document type; provides a comparison to past activity for the same reporting period.	Uniform Commercial Code/Statement of Information
<a href="#">UCC5</a>	S	California Secretary of State UCC Section Fiscal Year-To-Date System Workload Report	Fiscal year-to-date counts of documents processed and rejected; provides activity by month and a comparison to past activity for the same reporting period.	Uniform Commercial Code/Statement of Information
<a href="#">UCC6</a>	S	California Secretary of State UCC Section Daily User Productivity Report	Daily counts of processed batches and documents by User ID and receipt medium; statistics gathered for activities completed in the submitter batch, data capture, and verification stages.	Uniform Commercial Code/Statement of Information
<a href="#">UCC7</a>	S	California Secretary of State UCC Section Weekly User Productivity Report	Daily breakdown of the number of document types processed each week by User ID and receipt medium.	Uniform Commercial Code/Statement of Information
<a href="#">UCC8</a>	S	California Secretary of State UCC Section Monthly User Productivity Report	Monthly counts of documents processed by User ID with a breakdown by current month, year-to-date and receipt medium.	Uniform Commercial Code/Statement of Information
<a href="#">UCC9</a>	S	California Secretary of State UCC Section Calendar Year User Productivity Report	Calendar year-to-date counts of batches and documents entered and processed by User ID.	Uniform Commercial Code/Statement of Information
<a href="#">UCC10</a>	S	California Secretary of State UCC Section Individual User Performance Report	Aggregate count of documents processed per hour/hourly average and error rate % for an individual user, including processing section average.	Uniform Commercial Code/Statement of Information
<a href="#">UCC11</a>	S	California Secretary of State Financial Section Distribution Report by location code; Office of the Secretary of State Financial Section Distribution by location (Rolled Up)	Daily accounting/analyst snapshot report of revenue and reimbursement fees collected/distributed; provides break down by Account Code category (revenue or reimbursement), broad functional category of earnings (i.e. general class of document or service), and Account Code related to a specific document or service. ( <b>Note:</b> "Roll up" report intended to roll up/summarize data for regional office locations and headquarters into one report. Not used because UCC documents not currently processed at current SOS regional	Uniform Commercial Code/Statement of Information
<a href="#">UCC12</a>	S	California Secretary of State UCC Section Turn Around Time Report	Daily/Weekly statistical report showing the number of days it takes for documents to be processed.	Uniform Commercial Code/Statement of Information
<a href="#">UCC13</a>	S	California Secretary of State UCC Section User Error Report	Weekly statistical report showing the number of times a specific User ID had their data entry overwritten when re-keying (double-blind entry) was required during data verification; for Orders, any (double-blind) data entry error during entry of debtor name.	Uniform Commercial Code/Statement of Information



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Report ID	System or Manually Generated*	Report Name/Description	Report Information	Business Unit - Primary User
<a href="#">UCC14</a>	S	California Secretary of State UCC Section Daily User Login Report	Daily statistical report showing the number of times a User ID logged into the application, total amount of time a User ID is logged into the UCC application, and the number of documents processed and average documents processed per hour by User ID.	Uniform Commercial Code/Statement of Information
<a href="#">UCC15</a>	S	UCC Section User Cancel Report	Monthly statistical report showing the number of documents a user cancels out of processing and returns to the work queue once the document was opened for processing.	Uniform Commercial Code/Statement of Information
<a href="#">UCC16</a>	S	California Secretary of State Financial Section Edited Batches Report; California Secretary of State Financial Section Edited Batch Details	Daily statistical/accounting reports providing aggregate counts of submitter batches edited by User ID; detail showing what information was edited in a submitter batch by a specific User	Uniform Commercial Code/Statement of Information
<a href="#">UCC17</a>	S	California Secretary of State Financial Section Batches Entered by User ID Report	Daily statistical/accounting report providing aggregate counts of submitter batches entered by a specific User ID.	Uniform Commercial Code/Statement of Information
<a href="#">UCC18</a>	S	California Secretary of State Financial Section Adjustment Batches	Daily/Monthly accounting report providing a list of processed document batches for which a fee adjustment occurred on a specific date (an adjustment reverses transaction fees in full or in part to credit a customer account).	Uniform Commercial Code/Statement of Information
<a href="#">UCC19</a>	S	California Secretary of State Financial Section Open Batches	Daily statistical/accounting report providing a listing of submitter batches with "open" status. A batch could remain "open" if one or more documents within the batch have not been processed or if at least one payment associated with the batch has not been verified. Allows staff to determine which documents and/or payments need to be corrected or processed so the batch can be appropriately closed via the UCC application and to identify documents that have not been processed within normal processing times and why.	Uniform Commercial Code/Statement of Information
<a href="#">UCC20</a>	S	California Secretary of State Financial Section Processed Batches	Daily report providing a list of submitter batches in "processed" status after end-of-day processing has been completed. A submitter batch in "processed" status indicates either a Dishonored Payment case or an exception that may need specific attention.	Uniform Commercial Code/Statement of Information
<a href="#">UCC21</a>	S	California Secretary of State UCC Section Monthly Image and Copy Count Report	Monthly statistical report providing the number of images and copies ordered.	Uniform Commercial Code/Statement of Information
<a href="#">UCC22</a>	S	UCC Section Total Counts Report	Monthly statistical report providing a total count of all records in the active database by initial filing type and status.	Uniform Commercial Code/Statement of Information
<a href="#">UCC23</a>	S	California Secretary of State UCC Section Scanning Statistics Report	Monthly statistical report providing the number of images scanned per machine by User ID and by document type.	Uniform Commercial Code/Statement of Information
<a href="#">UCC24</a>	S	California Secretary of State Financial Section Clearing Account	Daily accounting report providing the total amount of monies received/being maintained in the UCC application Clearing Account for Fiscal office reconciliation against the amount shown in Fiscal accounting reports; also provides detailed composition of the UCC application Clearing Account balance.	Uniform Commercial Code/Statement of Information
<a href="#">UCC25</a>	S	California Secretary of State Financial Section Changed Refund Addresses	Daily accounting/analyst report providing a list of submitter batches in which the auto-filled refund payee or refund address has been over-written by a User ID, including details of the change for audit trail purposes/research on where the refund was mailed.	Uniform Commercial Code/Statement of Information
<a href="#">UCC26</a>	S	California Secretary of State Financial Section Accounts Receivable	Monthly accounting snapshot report providing a list of accounts receivable transactions by Account Code as of the date of run of the report.	Uniform Commercial Code/Statement of Information

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Report ID	System or Manually Generated*	Report Name/Description	Report Information	Business Unit - Primary User
<a href="#">UCC27</a>	S	California Secretary of State Financial Section Cash On-Hand	Annual (fiscal year) accounting report providing details of the cash received (cash and checks only, no CCRs) by UCC before end of the fiscal year, which was not deposited before the end of the fiscal year.	Uniform Commercial Code/Statement of Information
<a href="#">UCC28</a>	S	UCC Section Purge List Report	Monthly report listing lapsed file numbers eligible for purge for the specified month the report was run.	Uniform Commercial Code/Statement of Information
<a href="#">UCC29</a>	S	California Secretary of State UCC Section Archive Purge Report	Monthly report listing total counts of UCC filings that are eligible for purge from the archive database.	Uniform Commercial Code/Statement of Information
<a href="#">UCC30</a>	M	UCCEarned Income FY 2011-12	Accounting/budget spreadsheet used to compile information (at a summary level) from the system generated Distribution by Location Code report (report ID #UCC11) to accurately track revenue and reimbursements for budget purposes.	Uniform Commercial Code/Statement of Information
<a href="#">UCC31</a>	M	UCC-11s Actual Workload Processed	Used to compile information at a summary level from the Daily System Workload report (report ID #UCC1) to track processed workload by filing and order types for workload and budget purposes.	Uniform Commercial Code/Statement of Information
<a href="#">UCC32</a>	S	California Secretary of State Refund Report	Daily accounting report used to request for the SOS Fiscal office to generate refund checks for customers.	Uniform Commercial Code/Statement of Information
<a href="#">UCC33</a>	S	California Secretary of State Voided Refund Report	Daily accounting report used to notify the SOS Fiscal office that a previously requested refund should not be issued due to a dishonored payment.	Uniform Commercial Code/Statement of Information
<a href="#">UCC34</a>	S	California Secretary of State Financial Section Bad Debt Report	Monthly accounting report listing Customer Account information and amounts that have been flagged as Bad Debt in the receivables management process.	Uniform Commercial Code/Statement of Information
<a href="#">UCC35</a>	S	Cash Reconciliation Report	Daily accounting report generated by UCC deposit staff as they reconcile all cash received.	Uniform Commercial Code/Statement of Information
<a href="#">UCC36</a>	S	Check Reconciliation Report	Daily accounting report generated by UCC deposit staff as they reconcile all checks received.	Uniform Commercial Code/Statement of Information
<a href="#">UCC37</a>	S	CCR Reconciliation Report	Daily accounting report generated by UCC deposit staff as they reconcile all cash collection reports received.	Uniform Commercial Code/Statement of Information
<a href="#">UCC38</a>	M	Weekly Supervisor Stats	Spreadsheet used by UCC Supervisors to track other types of staff workload currently outside of the UCC application.	Uniform Commercial Code/Statement of Information
<a href="#">UCC39</a>	M	Uniform Commercial Code Section weekly statistics	UCC filings weekly summary of processing totals, backlogs and turnaround times used for statistical reports.	Management Services Division (Fiscal)
<a href="#">MSD1</a>	M	Dishonored Check Transmittal memo (copies of checks not attached) & Cancellation notification letters sent to corporate entities	[Memo to BE program area staff] listing dishonored checks received from the bank (generated on an "as needed" basis as items are received), specifically for corporation [formation filing fees], to notify BE staff to track and prepare/send out cancellation notification letters to the applicable corporate entities; BE staff also follows up with cancellation of the entity record for nonpayment of the dishonored payment and any associated processing fee.	Management Services Division (Fiscal)
<a href="#">MSD2</a>	S	Dishonored Check Accounts Receivable Aging Report	Daily accounting report generated from the SOS Accounts Receivable system providing detail of dishonored check receivables that can be written off after 120 days.	Management Services Division (Fiscal)
<a href="#">MSD3</a>	S	State of California Office of the Secretary of State Corporation Status Information System Daily Transaction Activity for DD MONTH YYYY	Daily and monthly activity, reconciliation, maintenance, and account balance recap reports for all types of prepaid accounts (Direct Access, Government, Priority Phone Service). Used to send monthly statements of activity to prepaid account holders and for tracking/research.	Management Services Division (Fiscal)

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Report ID	System or Manually Generated*	Report Name/Description	Report Information	Business Unit - Primary User
<a href="#">MSD4</a>	S	Regular Accounts Receivable Aging Report	Daily accounting report generated from the SOS Accounts Receivable system providing detail of billable receivables that can be written off after 120 days.	Management Services Division (Fiscal)
<a href="#">MSD5</a>	S	UCC system Journal Entry query; Journal Entry summary file; CalSTARS Batch Header Slip	Daily query performed by Fiscal staff to obtain journal entry detail for reconciliation and validation of daily deposit from UCC; provides data for journal entry summary information to be uploaded to CalSTARS.	Management Services Division (Fiscal)
<a href="#">MSD6</a>	S	UCC system Accounts Receivable query; Accounts Receivable summary file; California Secretary of State Financial Section Accounts Receivable for MM/DD/YYYY-MM/DD/YYYY; CalSTARS Batch Header Slip	Daily query performed by Fiscal staff to obtain accounts receivable detail for reconciliation and validation of accounts receivables; provides data for accounts receivables summary information to be entered into the SOS Accounts Receivable system and to be uploaded to	Management Services Division (Fiscal)
<a href="#">MSD7</a>	M	Virtual Merchant credit card transaction and Daily Deposit reconciliation worksheets; CalSTARS Batch Header Slip	Daily accounting worksheets for manual settlement and reconciliation of online credit card payments made via the SOS website for E-filed corporate statements of information; provides summary information to be uploaded to CalSTARS.	Management Services Division (Fiscal)
<a href="#">MSD8</a>	S	Secretary of State Receipts By Organization and Source As of MM/DD/YYYY	Monthly report from CalSTARS that provides summary of revenue and reimbursement collected and distributed based on Accounting Codes.	Management Services Division (Fiscal)
<a href="#">MSD9</a>	S	Secretary of State Receipts Summary of Receipts By Appropriation As of MM/DD/YYYY	Monthly report from CalSTARS that provides summary of revenue and reimbursement collected and distributed based on Accounting Codes.	Management Services Division (Fiscal)
<a href="#">MSD10</a>	S	None (Excel spreadsheet); summary report of revenue and reimbursement by account code	Monthly report from CalSTARS that provides summary of revenue and reimbursement collected and distributed based on Accounting Codes (specific to the Business Programs Division); provides comparison to previous fiscal years.	Management Services Division (Fiscal)
<sup>1</sup> Per the California Business Connect Request for Proposal, the Notary Public portion of the Notary Public and Special Filings section of the Business Programs Division is outside the scope of the California Business Connect Project; included to show report details regarding Special Filings portion only.				
<b>Notes:</b> Reports are generally used to allocate appropriate staff resources, track/process work (including tracking processing backlogs and processing goals), verify processed work, research batch job errors and customer inquiries, gather workload, and budget/management/administration reporting.				
Manually generated reports/spreadsheets are built using staff tally sheets and/or gathering data provided from a combination of sources (e.g. system generated data, staff tally sheets and tracking logs).				